



**City of Gulfport, Mississippi**  
Job Description

**Deputy Court Clerk I (DCC1)**

Department: 125 – Municipal Court

EEO Category: Office & Clerical

Date Revised: 9 25 17

FLSA Status: Non-Exempt

Date Approved: 12 2015

**Position Overview**

Under general supervision of the Court Administrator or designee, performs tasks in conjunction with other Deputy Court Clerks and administrative personnel. The Deputy Court Clerk performs a wide variety of clerical, cashiering, collection, courtroom, and administrative support duties for the Municipal Court by following established policies and procedures based upon Mississippi statutes, rules and local ordinances.

**Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Maintain a high level of professionalism and confidentiality.
- Performs all court functions and operations within the court's case management system; including data entry, verification of import from police department, courtroom and docket management, collections, and cashier functions.
- Import documents and scans traffic, parking, criminal misdemeanor affidavits, civil domestic abuse, and environmental code violations into case management system.
- Research case management system or records management system to retrieve court case information.
- Electronically file and retrieve court cases, dockets, and affidavits.
- Notify defendants and counsel of court appearances and prepares subpoenas.
- Complete court docket preparation prior to court sessions, schedule court events and manage dockets during court sessions.
- Assists judge in courtroom and coordinate courtroom activity, including attendance at jail arraignments.
- May perform any and all job duties as it relates to civil domestic violence petitions and environmental code violations.
- May perform duties as a cashier, collections, warrants, jail, or courtroom clerk.
- May perform duties associated with cash/surety bonds, appeals or expungements.
- Opens and verifies mail; scan into the appropriate case; record checks, cash, money orders and other court related documents.
- Respond to record requests in a timely manner including certifying documents.
- Answers telephone and responds to requests from citizens regarding any and all Municipal Court operations processes and/or policies.
- Receives and routes court documents as applicable between judicial chambers, prosecutor's office, and police department to ensure accurate and proper filing.
- All other assigned duties.

**Knowledge, Skills and Abilities**

Deputy Court Clerk I

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to learn quickly and adapt to the court's computer software system.
- Ability to maintain a high degree of accuracy in processing court records and documents.
- Knowledge/ability to learn court system operations.
- Ability to identify and initiate work tasks with minimal supervision.
- Strong attention to detail.
- Ability to work in a fast-paced environment with the skills to multi-task.
- Ability to perform basic mathematics.
- Basic knowledge and understanding of legal terminology and documents.
- Strong grammar, writing, and verbal communication skills.
- Ability to organize work, set priorities and meet critical Court deadlines.
- The ability to adapt to technological and work environment changes.
- Must be able to maintain confidentiality of Court documents and records.
- Must be able to perform data entry and type accurately 30 wpm to perform assigned duties.
- Ability to demonstrate a working knowledge of Microsoft Office programs including Word, Excel, Outlook and Adobe Acrobat.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Ability to maintain harmonious and effective working relationships with all court and city employees, and any court related agency or group.

### **Education and Experience**

High school graduate, plus one (1) to two (2) years of general clerical or business experience. Completion of twenty (20) semester hours of college or an Associate Degree may substitute for one (1) year of the required experience. Other combinations of experience and/or education that meet the minimum requirements may be substituted. Previous Court and/or legal experience preferred.

### **Licenses or Certificates**

Must have the ability to obtain and complete certification of the National Incident Management System courses.(NIMS). Must have a Mississippi driver's license.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.